



CITY OF ROCK HILL, SOUTH CAROLINA

REQUEST FOR PROPOSAL

HOME REPAIR AT 115 HAGINS ST, ROCK HILL, SC 29730

REPAIR WORK Job # BID-CDBG #7

MANDATORY PRE-BID MEETING: October 26, 2016 at 9:00 AM

The City of Rock Hill, South Carolina is seeking competitive bids from qualified firms to provide the City with repairs to an owner occupied home located at 115 Hagins St., Rock Hill, SC 29730.

A mandatory pre-bid meeting October 26, 2016 at 9:00 AM at the house located at 115 Hagins St. Inspection, questions and work review will take place at this time. Only those companies with a representative in attendance and who have signed in at this meeting will be allowed to submit a bid proposal.

The process of responding to this Request for Proposal (RFP) should involve interested companies reviewing and analyzing the information provided herein and responding in writing to any and all items where a response is requested.

BACKGROUND

The Rock Hill Housing and Neighborhood Services Department is responsible for this project.

BID REQUEST

Sealed bids will be received by the Purchasing Division of the City of Rock Hill, South Carolina until 2:00 PM local time on November 4, 2016, at which time they will be publicly opened and read aloud. All companies submitting bids are welcome to attend, but attendance is not mandatory. Details of the award can be obtained by visiting our website, www.cityofrockhill.com.

The bid opening will begin promptly at the appointed time at the City of Rock Hill Operation Center, Purchasing Office, 757 South Anderson Road, Building #103, Rock Hill, South Carolina 29730. No bid may be submitted after the bid opening begins. The bidder is solely responsible for the timely submission of his/her bid. No bid may be withdrawn for a period of sixty (60) calendar days after the bid opening.

Bids may be mailed to: City of Rock Hill, Attn: Tom Stanford, P.O. Box 11706, Rock Hill, South Carolina 29731-1706 or hand delivered to Tom Stanford, Purchasing Office, 757 South Anderson Road, Building #103, Rock Hill, SC 29730 prior to the appointed time of the bid opening.

All bids must be in a sealed envelope and marked **“SEALED BID; REPAIR WORK 115 HAGINS ST., OPEN November 4, 2016 @ 2:00 PM.”**

All bids must be approved by the Housing & Neighborhood Services Director and the City Manager.

Should the bids be higher than the amount allocated by the City for this project, the City reserves the right to negotiate in good faith with the low bidder. Failing an agreement, the City may reject all bids and resubmit for new bids or make any other decisions it deems to be in its own best interest.

Questions regarding insurance requirements should be directed to Dot Archie, Risk Manager at 803-329-7025. Inquiries, re: terms and conditions, etc. should be directed to Tom Stanford at tom.stanford@cityofrockhill.com.

City Contact

If you have any questions regarding this RFP contact Tom Stanford with the Purchasing Office at tom.stanford@cityofrockhill.com.

All questions about the RFP or the work itself must be submitted to City staff by Tuesday, November 1 at 2:00 PM.

Qualified Vendor

A qualified contractor is defined for this purpose as one who meets, or by the date of bid acceptance can meet all requirements for licensing, permits, insurance and service contained within this RFP.

Contract Term

This contract will run from 45 days from the Notices to Proceed. Any work not completed within that time frame will be subject to liquidated damages in the amount of \$100 per day.

WMBE Statement

It is the policy of the City of Rock Hill to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of South Carolina.

It is further the policy of the City of Rock Hill to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veteran status.

It is further the policy of the City of Rock Hill to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

Illegal Immigration Reform Act Compliance

"The contractor certifies that the contractor will comply with the requirements of Chapter 14, Title 8 of the South Carolina Code of Laws titled **Unauthorized Aliens and Public Employment** and agrees to provide to the City of Rock Hill any documentation required to establish either; (a) the applicability of such law to the contractor, subcontractor, and sub-subcontractor; or (b) the compliance with this law by the contractor and any subcontractors or sub-subcontractors."

City Business License

The successful contractor, prior to execution of the contract, must possess or obtain a City of Rock Hill Business License. Such license must be maintained throughout the duration of the contract. The fee for such license is based on the amount of the contract with the City if the contractor is not currently doing other business inside the City Limits. If the contractor is currently doing other business within the City limits of Rock Hill, and does not possess a business license, then the fee for the license is based on the total gross receipts from customers within the city limits. Contact City Business License Office at 803-329-7042 to determine the exact amount or to ask other pertinent questions regarding doing business in the City of Rock Hill.

Excluded Bidders

Bids from vendors/contractors with prior poor performance; quality issues, contract conformance, payment history, timeline compliance, or any other reason the City deems **POOR PERFORMANCE will not be considered.**

Excluded Vendors/Contractors can resubmit complete company information with references for city review after a minimum of one year from the last excluded bid. City will contact Vendor/Contractor with its decision within 30 days of company information submittal. City reserves the right to include or exclude said Vendor/Contractor based on findings.

Indemnification

Company shall indemnify and hold City harmless from and against all liability, loss, damages or injury, and all costs and expenses (including attorneys' fees and costs of any suit related thereto), suffered or incurred by City, to the extent arising from Company's or its Contractors' negligent performance of the Services under this Agreement, intentional misconduct, negligent acts or omissions, or breach of any term, covenant, representation or warranty of this Agreement.

Insurance

Company agrees that Company shall keep and maintain general automobile liability insurance in the amount of \$ 1,000,000 per occurrence for each vehicle and \$1,000,000 in aggregate for all vehicles which Company brings onto City property or use in any manner in the provision of services, including transportation to and from the site (s) where the services are rendered; and Company further agrees that Company shall maintain general liability insurance in the amount of at least \$1,000,000 per incident/occurrence and \$1,000,000 in aggregate for all incidents/occurrence during the policy period; and Company agrees that Company shall maintain Worker's Compensation Insurance on all of the Company's employees. In no event shall Company serve as self-insurer for the purpose of Workers Compensation Insurance. Company also agrees that Company shall provide, in a form acceptable to City, certificates of Worker's Compensation Insurance, Automobile Liability Insurance and General Liability Insurance.

Local Purchasing

It is the intent of the City of Rock Hill to promote the use of local businesses and hiring citizens living within the local Rock Hill/York County area when possible.

- 1.) Local vendors, services, contractors, companies and businesses (Rock Hill/York County) with a valid city of Rock Hill business license may have the opportunity to receive a 3% or a 5% adjustment factor during the consideration of bids. A LOCAL VENDOR, SERVICE, CONTRACTOR, COMPANY OR BUSINESS is defined as a business offering the services and or products being bid. Business must have been established for not less than one year within York County limits along with holding a valid City of Rock Hill Business License for the entire year prior to bid date. City Council shall be entitled to make the final decision as to whether such business is local and may in its discretion consider factors such as the length of time prior to issuance of the local business license, the actual physical presence within the corporate limits or within York County, property taxes attributable to such entity received by the City of Rock Hill, local employment and any other reasonable factors to insure that this policy is not being circumvented.
- 2.) Business located within the Rock Hill municipal limits may be considered for a 5% adjustment factor. Businesses located in York County outside the Rock Hill municipal limits may be considered for a 3% adjustment factor.
- 3.) The maximum value of the percentage adjustment factor will be capped at \$25,000.
- 4.) If a local business is within the percentage guideline, not exceeding \$25,000, of the lowest bid received, the local business may be given consideration of the bid award if it is willing to provide goods or services at the price of the lowest bid received.
- 5.) If conditions of number 4 above are met and the local business is not willing to provide goods or services at the price of the lowest bid received, the consideration of the bid award will revert back the lowest bid received, or the next lowest local business within the percentage (maximum \$25,000) adjustment factor threshold.
- 6.) Contractor and or business must make reasonable attempt to hire local Rock Hill/York County residents.
- 7.) Selected contractor(s) must make reasonable effort to purchase/lease all material, equipment and supplies associated with the awarded bid from a local business with a valid City of Rock Hill Business License.
- 8.) Contractor(s) receiving award must supply City with a list of their employees working on the project which include the city/town in which they reside along with a list of all equipment, material, suppliers and subcontractors and their addresses (This list will be used in the evaluation process).
- 9.) Special consideration may be given to companies that have products produced and/or manufactured in the United States.
- 10.) Local Purchasing provisions of this section will be in effect and apply to bidding until June 30, 2017 and expire unless re-authorized by the City Council.
- 11.) Local Purchasing adjustment factors cannot apply: (i) to Federally Funded Projects (ii) to State Funded Projects where the State restricts the use of local preferences under such circumstances; or (iii) to projects funded by Bond proceeds where the Bond covenants restrict the manner of procurement.
- 12.) Utilization of the Local Purchasing program requires a minimum of three bids; if three or more bids are not received the Local Purchasing program cannot be utilized.

Customer Service

Please remember, although you are a contracted City service, you each represent the City of Rock Hill during all work performed, face-to-face as well as telephone conversations. These guidelines are to give all contract employees a solid feeling for what the City of Rock Hill expects from any contracted service.

Overview:

- A. Be friendly, courteous, and helpful
- B. Company uniforms must be worn at all times
- C. Staff members must look and act professional at all times.

CONTRACTORS EMPLOYEES:

Before the Contractor can enter a City property or the project site, Contractor shall investigate and certify that, during the term of the Agreement, all employees and persons under Contractor's control have not been convicted of a sexual crime or are not on the sexual offender registry. Contractor shall require all subcontractors to make a similar investigation. One such investigation within six (6) months of commencement of the project work, by the employer, fulfills the City's requirement for the Project.

The Rock Hill Police Department along with the City of Rock Hill also reserves the right to cancel any contracts, agreements, purchasing or distribution, etc., if they feel the project, purchasing, vehicle(s), and or property(s) may be in jeopardy due to the contractor's employee(s) having a criminal history which may lead to ethical issues while dealing with city workings or investigative activities.

COMPANY_____

Authorized Signature:

PRINT NAME AND TITLE:_____

SIGNATURE_____DATE_____

INSTRUCTIONS TO BIDDERS

Purpose: The purpose of this document is to provide to potential bidders general and specific information in submitting a bid to supply the City needs as listed within.

1.1 Definitions:

- A) Bidder: This term is used to encompass the party seeking to have an agreement with the City of Rock Hill.
- B) City: This term is defined as the City of Rock Hill, South Carolina. All communications relating to the bid process or the resulting purchase should be directed to the City's Purchasing Office or to his designated contact.
- C) Purchase: This term means the agreement to be executed by the City and the successful bidder.

1.2 Bid Preparation: All bid responses shall be

- A) Prepared and submitted on the forms enclosed herein, unless otherwise prescribed.
- B) Typewritten or completed in ink, signed by the bidding firm's authorized representative with all erasures or corrections initialed and dated by said signer.
- C) Each bid constitutes an offer and may not be withdrawn except as provided herein. Bid prices are to remain firm for the period stated in the Bid Request.
- D) Each bid shall include the name, address, telephone number, fax number and e-mail address of at least three (3) current customers for whom they have provided similar products. These references may be contacted, and if so, their responses will constitute a significant part in the bid evaluation process.

1.3 Bid Submission: Three (3) copies of the Bid Response shall be:

- A) Submitted in a sealed opaque envelope with the following information written on the outside of the envelope:
 - * The name of the bidding company;
 - * Identification of items being bid; date and time of bid opening.
- B) Mailed or delivered to the address shown in the Bid Request for receipt by the City by the stated deadline.
- C) Bids not received by the time and date specified will not be opened or considered, unless the delay is a result of the City, its agents, or assigns.

1.4 Failure to bid: Any company which does not desire to offer a bid should submit to the City a letter stating a reason for not bidding and whether the bidder desires their company's name be retained or removed from the City's bid list for future solicitations.

1.5 Errors in Bid: Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids. Failure to do so will be at the bidder's own risk. In case of error in extension of prices in the bid, the unit price shall govern.

1.6 Award Criteria: The award shall be made to a single bidder who submits the lowest responsible and responsive bid taking into consideration product quality, past performance, and compliance with the stated terms, conditions, and specifications. The City reserves the right to make such decision as it deems to be in its own best interest. The City alone shall make such determination.

1.7 Compliance with laws: The successful bidder shall obtain and maintain all licenses, permits, liability insurance, worker's compensation insurance and comply with all other standards or regulations required by federal, state, county, or City statute, ordinances and rules during the performance of any purchase between the bidder and the City. Any such requirement specifically set forth in any purchase document between the bidder and the City shall be supplementary to this section and not in substitution thereof.

1.8 Brand Name: The use of a brand name is for the sole purpose of describing the standard of quality, performance, and a characteristic desired and is not intended to limit or restrict competition.

Housing and Neighborhood Services of Rock Hill

SCOPE OF WORK

Job # BID-CDBG #7

Bid is to be turn-key, including all applicable code requirements, materials, labor, City Business License permits, insurance, debris removal and other necessary items that may be required to complete the Scope of Work. Contractor must assume that measurements contained in this request are approximations; it is the contractor's responsibility to assure accurate measurements when quoting.

It is necessary at times for an Item(s) to be removed from scope of work after bids are received, if the complete Scope of work cost(s) is higher than the funding can pay. The removal of any Item(s) will be prioritized as follows;

1. Primary Repairs (health and safety related repairs);
2. Secondary Repairs (associated with health and safety repairs);
3. Supplemental Repairs (those repairs not covered above and/or that are desired by the homeowner).

As of January 1, 2010, contractors/maintenance workers performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and schools, built before 1978 must be certified and must follow specific work practices to prevent lead contamination in most situations. Firms performing renovation, repair and painting projects for compensation that disturb lead-based paint in pre-1978 homes, child care facilities and schools must be certified by the EPA and must use certified renovators who are trained by EPA-approved training providers to follow lead-safe work practices. Contractor will be responsible for the cost of any retesting of failed "Clearance" test(s) and will be responsible for any additional labor and material costs until a passed "Clearance" test is obtained.

Project Location: 115 Hagins St

Rock Hill, SC 29730

Summary of the Work:

Work covers demolition, renovations, remodeling, and associated work as **noted on bid proposal**. Comply with codes, ordinances, rules, regulations, orders and other legal requirements of public authorities which bear on performance of work.

Time Management: Do your work during normal working hours (7:00 am – 5:30 pm) unless special arrangements are made with the owner. Once work has begun, plan to remain on the site until completion of contract. Avoid working on holidays.

Protection: Protect other work during cutting and patching to prevent damage. Provide protection from adverse weather conditions for that part of the project that may be exposed during cutting and patching operations. Provide protection of family environment from exposure to harmful conditions and materials. Provide protection to floors, furniture, heating systems, and owner's other personal property.

Cleaning: Make sure to thoroughly clean areas and spaces where work is performed or used as access to work areas, including touch-up painting of marred surfaces. Properly dispose of all materials and construction debris. The contractor shall limit use of the premises to the work indicated, so as to allow for owner occupancy. Keep existing driveways and entrances serving the premises clear and available at all times. Do not use lawn for parking or storage of materials without prior approval from the owner.

Manufacturer's Instructions: Where installations include manufactured products, comply with the manufacturer's applicable instructions and recommendations for installation, to the extent that these instructions and recommendations are more explicit and stringent than requirements indicated in the contract documents.

Contractor's Duties: Except as specifically noted, provide and pay for:

1. Building Permits (Fees waived)
2. Labor, materials, and equipment
3. Tools, construction equipment, and machinery
4. Other facilities and services necessary for proper execution and completion of the work
5. Pay legally required sales, consumer, and use taxes

ROOF:

Item 1: **Roof replacement as per code:** Roof is approximately 20 square.

- Roof poor condition: Complete tear off. (Will need photos of decking after shingles and underlayment are removed)
- Repair decking as needed. (Will need photos of decking if repaired). (Bid includes up to 3 sheets of ½" x 4' x 8' plywood or 1"x 6"x 48" planking.)
- Install weatherguard on eave edges and valleys.
- Install 15 lb. felt. (Will need photos before shingling).
- Install drip edge on all edges.
- Install new boots

- Install new flashing.
 - Step flashing method will be used when a vertical sidewall intersects a roof. Flashing nearest the wall, will be installed under cladding/siding.
 - At the end of the vertical sidewall the step flashing shall be turned out in a manner that directs water away from the wall and onto the roof and/or gutter.
 - Shed roof house extension apron roof flashing method will be used. Install New Galvanized Steel Apron Flashing The apron flashing is fastened to the wall studs with roofing nails and tacked to the roof to make it lay flat on the shingles.
 - Cladding/siding will be cut back a minimum of 1 ½ inches from roof.
 - All chimneys must flashed and with counter flashing.
- Cut ridge line decking back for air flow and install ridge vent. (Will need photos of cut decking).
- Install 30 year architectural shingles (owner to choose color).
- Repair/Replace; missing or damaged fascia as needed.

Materials: _____

Labor: _____

Total: \$_____

INTERIOR:

Item 2: Electrical Kitchen outlet:

- Repair kitchen outlet.

Materials: _____

Labor: _____

Total: \$_____

EXTERIOR, LEAD BASED PAINT: Painting (peeling, chipping, alligating surfaces):

The A-side of the house is the side facing the road and is typically the location of the main entrance door to the house. The remaining three sides of the house are denoted with letters B through D moving clockwise from the front of the house.

Side A through Side D

Item 3: Window replacement:

- Install 12 each, windows single hung, half screen, E-star rated, gas filled.
- Replace/paint interior window trim as needed.
- Remove existing Plastic and aluminum storm windows and frames.
- Wrap exterior window trim and brick sill with aluminum coil stock.
 - Be sure to remove paint chips from along Side A through Side D foundation area to pass clearance.

Materials: _____

Labor: _____

Total: \$_____

Item 4: Brick window sill wrap:

- There is 5 existing vinyl windows that need the brick sill wrapped in aluminum.
 - Be sure to remove paint chips from along Side A through Side D foundation area to pass clearance.

Materials: _____

Labor: _____

Total: \$_____

Item 5: Front porch ceiling and beams: White wood ceiling, crown moldings, ceiling support beams and trim boards.

- Cover ceiling with Tyvek and vinyl.
- Wood support beams and wood trim boards cover with Tyvek and aluminum.
 - Be sure to remove paint chips from along Side A through Side D foundation area to pass clearance.

Materials: _____

Labor: _____

Total: \$_____

PROJECT TOTAL: \$_____

Housing and Neighborhood Services of Rock Hill

BID SHEET

We, the undersigned, do hereby affirm that we have read and understand the enclosed bid requirements and specifications; and do submit this bid for the items listed below, the quantities listed are approximate.

Please include three (3) copies of this sheet.

All prices quoted are to include any and all charges to the City of Rock Hill.

Total Bid: 115 Hagins St Repair Work \$_____

Company Name: _____

Name: _____ Title: _____

Signature: _____ Date _____

Address: _____

Telephone Number _____

Fax Number _____

E-mail _____